

Removing A Report Preparer

If you are an OSHPD ALIRTS Account Administrator and want to remove a report preparer, follow the steps below. *If you are looking to change the OSHPD ALIRTS Account Administrator, please contact the ALIRTS support line at (916)326-3854.*

1. Login to your ALIRTS account and click the **“Administration Home”** button on the homepage

The screenshot shows the ALIRTS homepage. At the top is a blue banner with "California Home" and a "Welcome to California" graphic featuring various California landmarks. Below the banner, the user is logged in as "johnsmith106". The left sidebar contains a list of links: "ALIRTS Links", "ALIRTS Help", "Alirts Home", "Login", "Logout", "Advanced Search", "Check Browser", "Utilization Home (Submit/View Report)", "LFIS Home", and "Administration Home", which is highlighted with a red box. The main content area has a blue header "ALIRTS Home" and a "Welcome to ALIRTS" message. Below this is a search bar and a "My CA" / "ALIRTS" toggle. A blue banner announces "ALIRTS Announcement February 17, 2016" with the text "The ALIRTS technical issues have been resolved." followed by details about report due dates being pushed back to Friday, February 19, 2016, and home health agency/hospice reports being due March 15, 2016. The page ends with "We apologize for the inconvenience."

California Home

Welcome to California

You are logged in as: johnsmith106

ALIRTS Links

ALIRTS Help

Alirts Home

Login

Logout

Advanced Search

Check Browser

Utilization Home (Submit/View Report)

LFIS Home

Administration Home

ALIRTS Home

Welcome to ALIRTS

The Automated Licensing Information and Report Tracking System (ALIRTS) contains license and utilization data information of healthcare facilities in California.

Search

My CA ALIRTS

OSHPD

ALIRTS Announcement February 17, 2016

The ALIRTS technical issues have been resolved.

Due to the system issues, the due date for the hospitals, long-term care facilities, primary care and specialty clinics reports are pushed back and are due on Friday, February 19, 2016.

Home health agency/ hospice reports are still due March 15, 2016.

We apologize for the inconvenience.

2. Then click the “User Search/Edit” button

California Home

Welcome to *California*

You are logged in as: **johnsmith106**

ALIRTS Administration Home

Search My CA ALIRTS

Welcome to the ALIRTS Administration home page. In this part of the ALIRTS system, you can perform administrative tasks such as:

- 1) Change (your own) Password and
- 2) Locate other ALIRTS users within your facility through the User Search/Edit function [for OAAAs and approved ALIRTS users only].

To access these functions, locate and select the link on the left navigation bar. For technical assistance on using ALIRTS, contact the [ALIRTS support line at \(916\) 326-3854](#).

Navigation Links:

- Alirts Home
- LFIS Home
- Utilization Home (Submit/View Report)
- Advanced Search
- Administration Home
- Login
- Logout
- User Search/Edit**
- Change Password

alirts

3. Now click the user’s name for the account you will be removing

California Home

Welcome to *California*

You are logged in as: **johnsmith106**

ALIRTS User Search

Search My CA ALIRTS

Name	Email	Login Id	Status	Group	Facility
John Smith	john.smith@hospital.com	johnsmith106	Active	OAAA	106340913 KAISER FOUNDATION HOSPITAL - SACRAMENTO
John Smith	john.smith@hospital.com	johnsmith106	Active	OAAA	106342344 KAISER FOUNDATION HOSPITAL - SOUTH SACRAMENTO
Jack Rose	jack.rose@hospital.com	jackrose106	Active	Report Preparer	106340913 KAISER FOUNDATION HOSPITAL - SACRAMENTO

1

4. Now uncheck the box under the word “Assigned” then click save.

California Home

Welcome to *California*

You are logged in as: **johnsmith106**

ALIRTS Links

ALIRTS Help

Login

Utilization Home
(Submit/View Report)

Administration Home

Advanced Search

LFIS Home

Alirts Home

Logout

ALIRTS User Edit

First Name: Jack M.I. Last Name: Rose

Title: Administrator

Email: jack.rose@hospital.com

Phone: 916-123-4567 Fax: 916-765-4321

Address: 400 R Street Ste. 250

City: Sacramento State: CA Zip: 95814

Login Id: jackrose106

Password: Confirm:

Group: Report Preparer **Active** ☒

OSHPD Id	Facility	Assigned
106340913	KAISER FOUNDATION HOSPITAL - SACRAMENTO	<input checked="" type="checkbox"/>
106342344	KAISER FOUNDATION HOSPITAL - SOUTH SACRAMENTO	<input type="checkbox"/>

Save **Close**

5. After you click the “Close” button, you should see an updated list of the users/facilities that are attached to the administrator’s account.

California Home

Welcome to *California*

You are logged in as: **johnsmith106**

ALIRTS Links

ALIRTS Help

Login

Utilization Home
(Submit/View Report)

Administration Home

Advanced Search

LFIS Home

Alirts Home

ALIRTS User Search

Search My CA ALIRTS

Name	Email	Login Id	Status	Group	Facility
John Smith	john.smith@hospital.com	johnsmith106	Active	OAAA	106340913 KAISER FOUNDATION HOSPITAL - SACRAMENTO
John Smith	john.smith@hospital.com	johnsmith106	Active	OAAA	106342344 KAISER FOUNDATION HOSPITAL - SOUTH SACRAMENTO

1

Add User **Close**